



**TO:** Kristina Ciaffi  
Otis Elevator Company  
1 FARM SPRINGS RD  
FARMINGTON, CT 06032-2572

**RE:** **Process Served in Texas**

**FOR:** Otis Elevator Company (Domestic State: NJ)

**Service of Process**

**Transmittal**

01/05/2022

CT Log Number 540836385

**ENCLOSED ARE COPIES OF LEGAL PROCESS RECEIVED BY THE STATUTORY AGENT OF THE ABOVE COMPANY AS FOLLOWS:**

<b>TITLE OF ACTION:</b>	Re: JASMINE PERKINS // To: Otis Elevator Company
<b>DOCUMENT(S) SERVED:</b>	--
<b>COURT/AGENCY:</b>	None Specified Case # 2110584442
<b>NATURE OF ACTION:</b>	Personal Injury - Failure to Maintain Premises in a Safe Condition
<b>ON WHOM PROCESS WAS SERVED:</b>	C T Corporation System, Dallas, TX
<b>DATE AND HOUR OF SERVICE:</b>	By Process Server on 01/05/2022 at 03:17
<b>JURISDICTION SERVED :</b>	Texas
<b>APPEARANCE OR ANSWER DUE:</b>	None Specified
<b>ATTORNEY(S) / SENDER(S):</b>	None Specified
<b>ACTION ITEMS:</b>	CT will retain the current log  Image SOP  Email Notification, Donyale Stewart donyale.stewart@otis.com  Email Notification, Kristina Ciaffi kristina.ciaffi@otis.com  Email Notification, Brenda Morton brenda.morton@otis.com  Email Notification, Maria Osusa maria.osusa@otis.com
<b>REGISTERED AGENT ADDRESS:</b>	C T Corporation System 1999 Bryan Street Suite 900 Dallas, TX 75201 800-448-5350 MajorAccountTeam1@wolterskluwer.com

The information contained in this Transmittal is provided by CT for quick reference only. It does not constitute a legal opinion, and should not otherwise be relied on, as to the nature of action, the amount of damages, the answer date, or any other information contained in the included documents. The recipient(s) of this form is responsible for reviewing and interpreting the included documents and taking appropriate action, including consulting with its legal and other advisors as necessary. CT disclaims all liability for the information contained in this form, including for any omissions or inaccuracies that may be contained therein.



## PROCESS SERVER DELIVERY DETAILS

**Date:** Wed, Jan 5, 2022

**Server Name:** charles goodson

Entity Served	OTIS ELEVATOR COMPANY
Case Number	21-10584-442
Jurisdiction	TX



## CITATION - TRC 99 and 106

THE STATE OF TEXAS

COUNTY OF DENTON

CAUSE NO. 21-10584-442

TO: Otis Elevator Company, 1999 Bryan St., Suite 900, Dallas, TX 75201 (or wherever they may be found)

Notice to defendant: You have been sued. You may employ an attorney. If you, or your attorney, do not file a written answer with the clerk who issued this citation by 10:00 a.m. on the first Monday following the expiration of twenty days after you were served this citation and petition, a default judgment may be taken against you. In addition to filing a written answer with the clerk, you may also be required to make initial disclosures to the other parties of this suit. These disclosures generally must be made no later than 30 days after you file your answer with the clerk. Find out more at TexasLawHelp.org.

Court:	442nd Judicial District Court 1450 E. McKinney, 4th Floor, Denton, TX 76209
Cause No.:	21-10584-442
Date of Filing:	November 30, 2021
Document:	Plaintiff's Original Petition
Parties in Suit:	Jasmine Perkins; Otis Elevator Company; Liberty Mutual Piano LLC
Clerk:	David Trantham, District Clerk, 1450 E. McKinney, Suite 1200, Denton, TX 76209
Party or Party's Attorney:	Darren T. McBratney 801 N. Vermont Ave., Los Angeles, CA 90004

Issued under my hand and seal of this said \_\_\_\_\_ on this the 6th day of December, 2021.

David Trantham, District Clerk  
Denton, Denton County, Texas



BY: Kathie Tipping, Deputy  
Kathie Tipping

### Service Return

Came to hand on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ m., and executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ M by delivering to the within named \_\_\_\_\_ in person a true copy of this citation, with attached copy(ies) of the Plaintiff's Original Petition, at \_\_\_\_\_

Service Fee: \$ \_\_\_\_\_

Sheriff/Constable  
County, Texas

Service ID No. \_\_\_\_\_

Deputy/Authorized Person

### VERIFICATION

On this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed on the foregoing instrument and who has stated, upon penalty of perjury, I attest that the foregoing instrument has been executed by me in this cause pursuant to the Texas Rules of Civil Procedure. I am over the age of eighteen years and I am not a party to or interested in the outcome of this suit, and have been authorized by the Denton County Courts to serve process.

Subscribed and sworn to before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
Notary Public

21-10584-442

CAUSE NO. \_\_\_\_\_

JASMINE PERKINS, an individual.

\$

IN THE DISTRICT COURT

\$

v.

\$

OF DENTON COUNTY, TEXAS

\$

OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation.

\$

— JUDICIAL DISTRICT

PLAINTIFF'S ORIGINAL PETITION

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW Plaintiff JASMINE PERKINS, complaining of Defendant OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation, and files this, her Original Petition.

JURISDICTION AND VENUE

1. Venue is proper in this cause pursuant to CIV. PRAC. & REM. CODE §15.002 in Denton County, Texas, because all or a substantial part of the events which gave rise to this cause of action occurred in Denton County, Texas, and the subject matter in controversy is within the jurisdictional limits of this Court.

PARTIES

2. Plaintiff JASMINE PERKINS is a resident of Riverside, CA.
3. Defendant OTIS ELEVATOR COMPANY is a business entity doing business in Denton County, Texas where in the cause action arose and may be served with process at 1999 Bryan St Suite 900, Dallas, TX 75201.
4. Defendant LIBERTY MUTUAL PLANO LLC is a business entity doing business in Denton County, Texas where in the cause action arose and may be served with process at 211 E. 7th Street, Suite 620, Austin, TX, 78701.

FACTS

5. Plaintiff is informed and believes, and based upon such information and belief alleges that at all times relevant hereto Defendants OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation, are, and at all times herein mentioned where individuals, corporations, sole proprietors, shareholders, associations, partners and partnerships, joint venturers, and/or business entities unknown, primarily residing and doing business in the County of Denton, State of Texas. At all times

PLAINTIFF'S ORIGINAL PETITION

herein mentioned, said Defendants were the owners, lessors, sub-lessors, managing agents, landlords, renters, managers, operators, marketers, inspectors, maintainers and controllers, of a commercial property located at 7900 Windruse Ave., Plano, TX 75024, (hereinafter referred to as "THE SUBJECT PREMISES"), to which building the general public is invited to come.

6. It has become necessary to bring this suit because of the injuries sustained by Plaintiff JASMINE PERKINS which were received on or about December 2, 2019, on the premises of Defendant OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation.

7. On or about December 2, 2019 Plaintiff was lawfully on the premises of Defendants as a guest and/or visitor. Plaintiff entered the elevator and as the elevator descended, suddenly and without warning, it malfunctioned and/or failed and abruptly dropped, thereby causing Plaintiff to endure severe injury and pain.

8. Plaintiff did not have actual knowledge of the danger prior to the incident. Defendant failed to exercise ordinary care to protect Plaintiff from the danger, by both failing to adequately warn Plaintiff of the condition and failing to make the condition reasonably safe. Plaintiff would respectfully show the court and the jury in this case that the injuries and damages sustained by Plaintiff were proximately caused by the negligence of Defendants. Defendants' acts and/or omissions, as stated below, proximately caused the occurrence in question and the resulting injuries and damages to Plaintiff.

9. Defendants are liable and responsible under several theories, including, but not limited to, respondeat superior, employee/employer, master/servant, agency theory and/or independent contractor.

**FIRST CAUSE OF ACTION**  
**NEGLIGENCE**  
(Against Defendants)

10. Plaintiff re-alleges each and every allegation contained in the above Paragraphs 1 through 9, and by this reference incorporates said paragraphs as though fully set forth herein.

11. Defendant OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation, fully and well knew, or should have known in the exercise of reasonable care, that the structures and/or components and/or other parts of said elevator were in a dangerous and defective and unsafe condition, and a menace to Plaintiff and others lawfully on said premises.

12. By reason of the aforesaid negligence, carelessness and recklessness of Defendant as aforesaid, and as a direct and proximate result thereof, a dangerously defective elevator that was not properly installed, maintained, cleaned and/or protected at said property causing Plaintiff to sustain the injuries and damages as hereinafter alleged.

13. As a direct and proximate result of the negligence, carelessness and recklessness of Defendant, and each of them, as aforesaid, Plaintiff was hurt in her health, strength and activity, sustaining severe shock and injuries to her person, all of which said injuries have caused, continue to cause, and will in the future cause Plaintiff great physical and emotional pain and suffering; Plaintiff is informed and believes, and therefore alleges, that said injuries are permanent in nature, all to her damage in a sum according to proof.

14. As a direct and proximate result of the negligence, carelessness and recklessness of Defendant and each of them, as aforesaid, Plaintiff has been required to obtain medical services, and Plaintiff has suffered severe emotional distress.

**SECOND CAUSE OF ACTION**  
**PREMISES LIABILITY**  
(Against Defendants)

15. Plaintiff re-alleges each and every allegation contained in the above Paragraphs 1 through 14, and by this reference incorporates said paragraphs as though fully set forth herein

16. On or about December 2, 2019, Defendant OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation, carelessly and negligently owned, rented, managed, leased, supervised, inspected, operated, maintained and/or controlled the premises located at or near 7900 Windrose Ave., Plano, TX 75024, such that it was in a dangerous, defective and unsafe condition in conscious disregard for the risk of harm to invitees thereon. By reason of said carelessness, negligence and conscious disregard of the Defendant said premises were unsafe and dangerous to the general public and specifically Plaintiff, JASMINE PERKINS.

17. Defendant OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation, failed to warn Plaintiff of said dangerous, defective and unsafe condition, although said Defendant, and each of them, knew of said condition.

18. As a direct and legal result of said carelessness, negligence and conscious disregard of Defendant OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation, Plaintiff was seriously injured when the elevator that was not properly installed, maintained, cleaned and/or protected at said property malfunctioned and/or failed and abruptly dropped causing Plaintiff to sustain the injuries and damages as hereinafter alleged.

**DAMAGES**

19. As a result of the negligent conduct of Defendant, Plaintiff suffered and will continue to suffer in the future actual damages within the jurisdictional limits of this Court, including but not limited to past and future medical, pharmaceutical, and hospital expenses, past and future pain and suffering, past and future mental anguish, past and future physical impairment, past and future lost wages, disfigurement, lost earnings, and exemplary damages.

PLAINTIFF'S ORIGINAL PETITION

**JURY DEMAND**

20. Plaintiff hereby requests a jury trial.

**PRAYER**

WHEREFORE, Plaintiff prays for judgment against Defendant, and each of them, as follows:

**On All Causes of Action:**

1. General "non-economic" damages according to proof;
2. Special "economic" damages, according to proof;
3. Loss of earnings/earnings capacity, according to proof;
4. Property damage, towing, storage, loss of use, according to proof;
5. Costs of suit, interest, and attorney's fees, according to proof to the extent allowed by law; and
6. Such other and further relief as the court deems proper.

Respectfully submitted,

**DOWNTOWN L.A. LAW GROUP**

By:

Darren T. McBratney, Esq.  
State Bar No.: 24834560  
601 N. Vermont Ave.  
Los Angeles, CA 90004  
Telephone: (213) 389-3765  
Facsimile: (877) 389-2775  
Email: [Darren@Downtownlaw.com](mailto:Darren@Downtownlaw.com)  
**ATTORNEY FOR PLAINTIFF**

**PLAINTIFF'S ORIGINAL PETITION**

FILED: 12/3/2021 4:52 PM  
David Tranham  
Denton County District Clerk  
By: Kaitlin Tipping, Deputy

CAUSE NO. 21-10584-442

JASMINE PERKINS, an individual.

§ IN THE DISTRICT COURT

v.

§ OF DENTON COUNTY, TEXAS

§  
OTIS ELEVATOR COMPANY, a New Jersey corporation; LIBERTY MUTUAL PLANO LLC, a Texas corporation.

§ JUDICIAL DISTRICT

**PLAINTIFF'S CITATION REQUESTS**

**Defendant No. 1:** OTIS ELEVATOR COMPANY, a New Jersey corporation, and can be served at 1999 Bryan St Suite 900, Dallas, TX 75201.

**Defendant No. 2:** LIBERTY MUTUAL PLANO LLC, a Texas corporation, and can be served at 211 E. 7th Street, Suite 620, Austin, TX, 78701.

**Instructions:** When the Citations are ready, please return Citations by e-serve to [cvaldez@downtownlalaw.com](mailto:cvaldez@downtownlalaw.com). We will attach the file-stamped Petition to our private process server for service. Thank you.

Downtown LA Law Group  
601 N. Vermont Ave.  
Los Angeles, CA 90004  
Telephone: (213) 389-3765  
Facsimile: (877) 389-2775  
[cvaldez@downtownlalaw.com](mailto:cvaldez@downtownlalaw.com)

If you have questions, please call Elizabeth Valdez at (213) 389-3765 or email me at [cvaldez@downtownlalaw.com](mailto:cvaldez@downtownlalaw.com). Thank you.

**PLAINTIFF'S CITATION REQUEST**

1

## **CIVIL CASE INFORMATION SHEET (REV. 2010)**

**CASE NUMBER FOR CLERK USE ONLY:**

**COURT OF COMMON PLEAS**

**JASMINE PERKINS vs. OTIS ELEVATOR COMPANY, et al.**

Dr. J. Robin Shultz of All American | [Join our Crew](#) | [View Our Menu](#) | [Our Story](#) | [Our Team](#) | [Our Values](#)

A civil case information sheet must be completed and submitted when the original pleading or application is filed to determine new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing.

1. Client Information (for general complaints, email to <a href="mailto:complaints@oag.ca.gov">complaints@oag.ca.gov</a> )		2. Description of Complaint		3. Person(s) involved in complaint																																																																																																																																																																		
Name: <u>Daren T. McGroarty, Esq.</u>	Email: <u>Daren@CourtroomLaw.com</u>	Plaintiff(s)/Petitioner(s): <u>JASMINE PERKINS, an individual</u>	Person(s) involved in complaint																																																																																																																																																																			
Address: 601 N. Vermont Ave.	Telephone: (213) 388-3785				Attorney for Plaintiff/Bureau <input type="checkbox"/> Yes So Filed/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other _____																																																																																																																																																																	
City/State/Zip: Los Angeles, CA 90004	Fax: (877) 388-2775				Additional Parties in Child Support Case:																																																																																																																																																																	
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<td><input type="checkbox"/> Medical</td> <td><input type="checkbox"/> Other Professional Liability</td> <td><input type="checkbox"/> Motor Vehicle Accidents</td> <td><input type="checkbox"/> Family Violence</td> <td><input type="checkbox"/> Title IV-D</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Premises</td> <td><input type="checkbox"/> Protection Order</td> <td><input type="checkbox"/> Enforcement/Mediation</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Product Liability</td> <td><input type="checkbox"/> Restraining Order</td> <td><input type="checkbox"/> Guardianship</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Asbestos/Safex</td> <td><input type="checkbox"/> Removal of Disabilities of Minors</td> <td><input type="checkbox"/> Domestic Partnership (LUPSA)</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Other Product Liability</td> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/> Support Order</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Loss Products</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Other Injury or Damage</td> <td></td> <td></td> </tr> </table> <p><b>Employment</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Discrimination</td> <td><input type="checkbox"/> Administration Appeal</td> <td><input type="checkbox"/> Lawyer Discipline</td> <td><input type="checkbox"/> Enforcement Petition</td> <td><input type="checkbox"/> Adoption/Adoption with Termination</td> </tr> <tr> <td><input type="checkbox"/> Retaliation</td> <td><input type="checkbox"/> Arbitration/Unfair Competition</td> <td><input type="checkbox"/> Perpetrator Testimony</td> <td><input type="checkbox"/> Habeas Corpus</td> <td><input type="checkbox"/> Child Protection</td> </tr> <tr> <td><input type="checkbox"/> Termination</td> <td><input type="checkbox"/> Code Violations</td> <td><input type="checkbox"/> Securities Stock</td> <td><input type="checkbox"/> Name Change</td> <td><input type="checkbox"/> Child Support</td> </tr> <tr> <td><input type="checkbox"/> Workers' Compensation</td> <td><input type="checkbox"/> Foreign Judgment</td> <td><input type="checkbox"/> Testimony/Expertise</td> <td><input type="checkbox"/> Protective Order</td> <td><input type="checkbox"/> Custody or Visitation</td> </tr> <tr> <td><input type="checkbox"/> Other Employment</td> <td><input type="checkbox"/> Intellectual Property</td> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/> Removal of Disabilities of Minors</td> <td><input type="checkbox"/> Criminal Partnership</td> </tr> </table> <p><b>Taxes</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Tax Appeal</td> <td colspan="3">Proceedings With respect to Administrating:</td> <td><input type="checkbox"/> Guardianship—Adult</td> </tr> <tr> <td><input type="checkbox"/> Tax Delinquency</td> <td><input type="checkbox"/> Dependent Administration</td> <td><input type="checkbox"/> Lawyer Discipline</td> <td><input type="checkbox"/> Guardianship—Minor</td> </tr> <tr> <td><input type="checkbox"/> Other Tax</td> <td><input type="checkbox"/> Independent Administration</td> <td><input type="checkbox"/> Perpetrator Testimony</td> <td><input type="checkbox"/> Mental Health</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other Estate Proceedings</td> <td><input type="checkbox"/> Securities Stock</td> <td><input type="checkbox"/> Other</td> </tr> </table> <p><b>Probate &amp; Mental Health</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Probate/Intestate Administration</td> <td><input type="checkbox"/> Conservatorship</td> <td><input type="checkbox"/> Conservatorship—Adult</td> </tr> <tr> <td><input type="checkbox"/> Dependent Administration</td> <td><input type="checkbox"/> Interpleader</td> <td><input type="checkbox"/> Conservatorship—Minor</td> 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Indicate procedure(s) already implemented before filing this complaint:</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Appeal from Municipal or Justice Court</td> <td><input type="checkbox"/> Declaratory Judgment</td> <td><input type="checkbox"/> Protective Remedy</td> </tr> <tr> <td><input type="checkbox"/> Arbitration—advised</td> <td><input type="checkbox"/> Arbitrability</td> <td><input type="checkbox"/> Preliminary Order</td> </tr> <tr> <td><input type="checkbox"/> Arbitration</td> <td><input type="checkbox"/> Interpleader</td> <td><input type="checkbox"/> Receiver</td> </tr> <tr> <td><input type="checkbox"/> Bill of Review</td> <td><input type="checkbox"/> License</td> <td><input type="checkbox"/> Separation</td> </tr> <tr> <td><input type="checkbox"/> Consent</td> <td><input type="checkbox"/> Mandamus</td> <td><input type="checkbox"/> Temporary Restraining Order/Injunction</td> </tr> <tr> <td><input type="checkbox"/> Class Action</td> <td><input type="checkbox"/> Post-judgment</td> <td><input type="checkbox"/> Trespass</td> </tr> </table> <p><b>6. Indicate damages sought (do not enter U/L for "Underway/On Hold")</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Less than \$100,000, including damages of any kind, penalties, costs, expenses, pre-judgment interest, and attorney fees</td> </tr> <tr> <td><input type="checkbox"/> Less than \$100,000 and non-monetary relief</td> </tr> <tr> <td><input type="checkbox"/> Over \$100,000 but not more than \$200,000</td> </tr> <tr> <td><input type="checkbox"/> Over \$200,000 but not more than \$1,000,000</td> </tr> <tr> <td><input type="checkbox"/> Over \$1,000,000</td> </tr> </table>						<b>Custody</b>		<b>Torts</b>		<b>Family Law</b>		<input type="checkbox"/> Debt Contracts	<input type="checkbox"/> Assumption of Liability	<input type="checkbox"/> Personal Damages	<input type="checkbox"/> Assumption	<input type="checkbox"/> Adoption	<input type="checkbox"/> Adoption/Adoption with Termination	<input type="checkbox"/> Consumer/DTPA	<input type="checkbox"/> Construction	<input 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type="checkbox"/> Administration Appeal	<input type="checkbox"/> Lawyer Discipline	<input type="checkbox"/> Enforcement Petition	<input type="checkbox"/> Adoption/Adoption with Termination	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Arbitration/Unfair Competition	<input type="checkbox"/> Perpetrator Testimony	<input type="checkbox"/> Habeas Corpus	<input type="checkbox"/> Child Protection	<input type="checkbox"/> Termination	<input type="checkbox"/> Code Violations	<input type="checkbox"/> Securities Stock	<input type="checkbox"/> Name Change	<input type="checkbox"/> Child Support	<input type="checkbox"/> Workers' Compensation	<input type="checkbox"/> Foreign Judgment	<input type="checkbox"/> Testimony/Expertise	<input type="checkbox"/> Protective Order	<input type="checkbox"/> Custody or Visitation	<input type="checkbox"/> Other Employment	<input type="checkbox"/> Intellectual Property	<input type="checkbox"/> Other	<input type="checkbox"/> Removal of Disabilities of Minors	<input type="checkbox"/> Criminal Partnership	<input type="checkbox"/> Tax Appeal	Proceedings With respect to Administrating:			<input type="checkbox"/> Guardianship—Adult	<input type="checkbox"/> Tax Delinquency	<input type="checkbox"/> Dependent Administration	<input type="checkbox"/> Lawyer Discipline	<input type="checkbox"/> Guardianship—Minor	<input type="checkbox"/> Other Tax	<input type="checkbox"/> Independent Administration	<input type="checkbox"/> Perpetrator Testimony	<input type="checkbox"/> Mental Health		<input type="checkbox"/> Other Estate Proceedings	<input type="checkbox"/> Securities Stock	<input type="checkbox"/> Other	<input type="checkbox"/> Probate/Intestate Administration	<input type="checkbox"/> Conservatorship	<input type="checkbox"/> Conservatorship—Adult	<input type="checkbox"/> Dependent Administration	<input type="checkbox"/> Interpleader	<input type="checkbox"/> Conservatorship—Minor	<input type="checkbox"/> Independent Administration	<input 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penalties, costs, expenses, pre-judgment interest, and attorney fees	<input type="checkbox"/> Less than \$100,000 and non-monetary relief	<input type="checkbox"/> Over \$100,000 but not more than \$200,000	<input type="checkbox"/> Over \$200,000 but not more than \$1,000,000	<input type="checkbox"/> Over \$1,000,000
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## Instructions for Completing the Texas Civil Case Information Sheet

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing. If the original petition, application or post-judgment petition or motion is e-filed, the case information sheet must not be the lead document.

This sheet, required by Rule 78a of the Texas Rules of Civil Procedure, is intended to collect information that will be used for statistical and administrative purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

The attorney or self-represented (*pro se*) plaintiff/petitioner filing the case or post-judgment petition or motion should complete the sheet as follows:

### 1. Contact Information

a) Contact information for person completing case information sheet. Enter the following information:

- name;
- address;
- city, state, and zip code;
- email address;
- telephone number;
- fax number, if available;
- State Bar number, if the person is an attorney; and
- signature. (NOTE: When a case information sheet is submitted electronically, the signature may be a scanned image or "X" and the name of the person completing the case information sheet typed in the space where the signature would otherwise appear.)

b) Names of parties in the case. Enter the name(s) of the:

(NOTE: If the name of a party to a case is confidential, enter the party's initials rather than the party's name.)

- plaintiff(s) or petitioner(s);
- defendant(s) or respondent(s); and
- in child support cases, additional parties in the case, including the:
  - custodial parent;
  - non-custodial parent; and
  - presumed father.

Attach an additional page as necessary to list all parties.

c) Person or entity completing sheet is. Indicate whether the person completing the sheet, or the entity for which the sheet is being completed, is:

- an attorney for the plaintiff or petitioner;
- a *pro se* (self-represented) plaintiff or petitioner;
- the Title IV-D agency; or
- other (provide name of person or entity).

2. Case type.

Select the case category that best reflects the most important issue in the case. You must select only one.

3. Procedure or remedy.

If applicable, select any of the available procedures or remedies being sought in the case. You may select more than one.

4. Damages sought.

Select the damages being sought in the case.

(NOTE: If the claim is governed by the Family Code, do not indicate the damages sought.)

- only monetary relief of \$100,000 or less, including damages of any kind, penalties, costs, expenses, pre-judgment interest and attorney fees;
- monetary relief over \$100,000 or less and non-monetary relief;
- monetary relief over \$100,000 but not more than \$200,000;
- monetary relief over \$200,000 but less than \$1,000,000; or
- monetary relief over \$1,000,000.

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